

Report for Week Ending 11 March 1959
from
FORMS MANAGEMENT STAFF

1. Contributions

a. Tangible

- (1) Completed 21 actions requiring the printing of 133,450 copies or sets of blank forms.
- (2) Five new and three revised forms were approved.
- (3) Eighteen forms were made obsolete.
- (4) Five and one-half inches of records were destroyed.

b. Intangible

- (1) Mr. Finnegan of the Union Envelope Co., Richmond, Va., met with [] Logistics; [] Cable Secretariat; [] Security and [] [] RMS., to discuss changes in the present Chain Envelope System. After discussing the problem, it was agreed Mr. Finnegan would present samples of what his factory can do, along with prices and specifications for their design.

(a) The American Envelope Co., Chicago, has been contacted on this matter by telephone. They also, will submit samples of their capabilities.

(b) It appears the liaison utilization of Contact/00 is going to pay off with a greatly improved envelope.

- (2) Efforts are being made, in connection with the "Information Reports", Forms 1b and 1c, to reduce the number of copies in the sets from 9 to 7, or possibly 6 parts. [] RQM/RC, is holding a meeting on 11 March with all Area Division Reports Officers to determine the copy requirements for Headquarters. This will greatly influence the overall copy requirements in the set. []

- (3) In connection with the common "Information Report" format, reviewed Army's (ACSI) final-type forms copy, specifications and draft of memorandum of justification for its procurement. A number of corrections were made and my further services were volunteered, if needed. Army should be using the common format on a world-wide basis on or before 1 July 1959. []

CONFIDENTIAL

25X1

- (4) At. [] request, a preliminary examination was made of all Agency forms in order to pinpoint those used in personnel administration. We found after examining our index of 2043 forms that:
- (a) Seven hundred, 34% of all controlled Agency forms, are used in personnel administration.
 - (b) Seventeen forms, two of which are bootleg, are known to be used in the administration of the Career Service Program.
 - (c) Primary responsibility for the 700 forms are divided among:

<u>Office</u>	<u>No. of Forms for Which Responsible</u>
Training	80
OCR	3
ORR	9
OSI	1
OO/C	1
OO/FBID	11
DD/S	2
Security	41
Personnel	243
Mgt/S	7
Logistics	16
Audit Staff	1
General Counsel	4
Comptroller	128
Medical Staff	76
DD/P	40

25X1

- (d) [] is sending this information to the Inspector General. []

25X1

- (5) A meeting was held with representatives of the Office of Communications during which minor problems were resolved in connection with the pending revision of the "Travel Order". This form has now been approved by the DDI, DDP, OP, Office of Comptroller, OL and OC. []
- (6) Developed for ORR a "Chart Control Record", Form No. 1602, for recording holdings by "Number" and "Country" of two specific series of charts received through automatic distribution and specific orders. Three different patterns; 16 sheet, 24 sheet and 25 sheet are received. This form will be used for recording all patterns which come in both annotated and unannotated versions. Records of unannotated versions will be maintained on the front of the forms and annotated versions will be maintained on the back. []

25X1

25X1

CONFIDENTIAL

- (7) Prior to 1953, many Agency forms, though unclassified in their blank state, were preprinted with classifications applicable to completed documents. In the fall of 1953, 325, 32% of all Agency forms, were so classified and were ~~afforded the same security considerations~~ in printing, storing and handling as completed documents. This increased requirements for safes, vaults, etc., and caused inconveniences to personnel handling these forms.
- (a) Since 1953, every effort has been made to limit the number of preclassified blank forms by questioning the validity of all proposed classifications and deleting, whenever possible, any classified information from the form and substituting sterilized data. As a work saving measure, determination is then made as to the ultimate classification of the majority of the filled in forms and the forms are then preclassified SECRET (When Filled In) or CONFIDENTIAL (When Filled In). This action lets users handle the blank forms as UNCLASSIFIED. This common sense approach to a troubling security problem has sharply reduced requirements for secure blank forms storage facilities with substantial savings in safe and vault costs. At the present time, only 200, or 9% of the Agency forms are preclassified when blank. DD/P is responsible for over half of these (102) while DD/I has 35, DD/S has 60 and other components such as Cable Secretary, have 3.
- (b) Efforts are presently being directed toward further improving this situation by enlisting the support of Area Records Officers and the Office of Security.

25X1

2. Assignments - Active

- (1) Nine new and 16 revised forms are pending.
- (2) Five Employee Suggestions are being evaluated.

25X1

CONFIDENTIAL

Report for Week Ending 11 March 1959
from
RECORDS DISPOSITION BRANCH

1. Contributions

None

2. Assignments

25X1

a. Filing Equipment

Personnel/Contract Personnel Division

A vaulted area has been made available to this office, and additional information on Rol-Dex file equipment has been requested. Information compiled and forwarded.

25X1

OCR/Library

Recommended substituting file equipment, \$180. for microfilm cabinets, (2) \$295. Recommendation accepted and equipment has been ordered.

25X1

OO/FDD Translation Index

25X1

During survey of records in this area, the ARO indicated she was ready to discuss equipment for these records. These cards (over 200,000) are housed in 7 - 3x5 card safes in a vaulted area, and are widely separated due to a floor space problem. Recommended replacing the 7 safes, \$3,031 with 7 - 20 drawer 3 x 5 card cabinets, \$735. that would house present holdings, allow for expansion, and condense these records into one area. Personally checked with on this equipment and found the necessary amount and type in stock. Recommendation accepted and requisitions now being prepared.

25X1

Personnel/RSD

No change.

Security/Building 13

No change.

EE Division/DDP

No change.

OO/Contact Division

25X1

No change.

b. Records Systems

Special Planning Assistant/DDS []

25X1

Records Control Schedule and Vital Materials Schedule have been approved and transmittal letter prepared for appropriate signatures.

c. Records Schedules

25X1 OO/FDD [] et al).

Initial survey of FDD records was completed. Revision of the schedule continues.

25X1 OCR []

No change.

d. Special Projects

Review of Clerical Training in Filing []

25X1

No change from previous report.

Survey of Support Staff records, DD/P []

25X1

Survey continues in FE.

Inventory and Evaluation of OSS Records in RI Archives.

25X1

[]
Preliminary arrangements completed. Survey will start 16 March.

25X1 3. Vital Materials []

A revised Vital Materials Deposit Schedule for the Office of the Comptroller has been received. This schedule includes, in a separate category, records that cover the Vital financial requirements of National Security Council. In addition, this new schedule includes microfilm project numbers for the Employee Retirement Record cards and the Employee Beneficiary Designee records of NSC employees. These will be deposited by the Office of the Comptroller.

25X1 The microfilming of Vital Materials in the Office of Personnel has been completed. Microfilming of the OCR/GR master photo file has been stopped temporarily due to camera difficulty. It is estimated that this project will be grounded about a week pending the receipt of a part from Rochester, New York. [] Printing and Reproduction has informed us that priority is being given to the procurement of this part.

~~CONFIDENTIAL~~

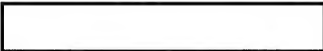
25X1 A meeting was held with [] ARO for OSI, to establish
the microfilming requirements of Vital Materials in all Staffs and
Divisions in OSI. This information will assist us in developing, with
25X1 the help of [] Printing and Reproduction, the VM microfilming
schedule for this calendar year.



25X1

~~CONFIDENTIAL~~

25X1


report for
Week Ending Wednesday, 11 March 1959

CONTRIBUTIONS

Completed Survey of Agency's Unused Safes and submitted final report.

Tangible contributions reported by Area Records Officers include:

4 safes found surplus and returned to Logistics stock

5 safes found unneeded and transferred to offices within component

\$3,942 is value placed on ~~unneeded~~ equipment uncovered by this Survey

Intangible benefits include:

Increased awareness and improvement of proper equipment utilization

Found and advised ARO's of several misuses of Forms No. 108 and 109

Found a dozen bootleg forms in use. Reported to FMB for correction.

ARO's expressed appreciation and approval of the Survey

ARO'S recommend an annual Survey along with Equipment Inventory.

ASSIGNMENTS

ACTIVE

Audit of FDD Files

Completed drafts for 20 items of revised schedule. (12 to go)

File Cleanup Campaign

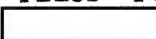
Drafted additional notes for handout booklet.

INACTIVE

Sorting Equipment Booklet

Service Calls Processed by Records Center

Special DD/P Files Project

Revision of 

Analyst Files Project

TRAINING

External Training --- 3 hours

American University Class in Office Management.

NEWS

Assisted at Records Management booth at "County Fair." (2 hrs - Wed 11 Mar)

Obtained catalogues from Amer. Univ. on Summer Training in Records Mgt.

25X1

25X1

Report for Week Ending 11 March 1959
from

25X1

1. Contributions - Intangible

25X1

a. With [redacted], manned the RMS presentation of yesterday's Support Services Exhibit. About 25 persons were briefed. Thirty-eight Program pamphlets were handed out.

25X1

b. Classified for [redacted] Physical Security Division, the policy on destroying logs after one year, as established by [redacted] in 1955.

25X1

25X1

c. Briefed [redacted] FBID, on the overall Program, and directed his study assignment.

2. Assignments - Active

a. Courier Receipt and Chain Envelope. Requests for the supplemental instructions on these mail control items are still being received, indicating increased interest in the use.

b. Graphics Register Film Index

c. Overnight Storage Box - Three models developed by TSS are to be inspected this Friday.

d. DD/P Records Management Training Program - Statistics on the Agency Records Management Program are being developed for graphic presentation in the course.

e. Revision of RMS Position Descriptions - Reviewed the two "generalist" positions for Forms Management and Records Maintenance and Disposition, written by Mr. [redacted] Both are "in the right direction," but required rewriting for compatability. The description for Records Maintenance and Disposition has been rewritten.

25X1

25X1